



Microsoft PowerPoint 2007

Keyboard Shortcuts

| Helpful Shortcut Keys | |
|--|--------------------|
| To Do | Press |
| Save a presentation | CTRL+S |
| Print a presentation | CTRL+P |
| Open a presentation | CTRL+O |
| Create a new presentation | CTRL+N |
| New slide | CTRL+M |
| Duplicate | CTRL+D |
| Cut | CTRL+X |
| Copy | CTRL+C |
| Paste | CTRL+V |
| Undo (last action) | CTRL+Z |
| Redo (last action) | CTRL+Y or F4 |
| Select all | CTRL+A |
| Close active presentation | CTRL+W or CTRL+F4 |
| Close PowerPoint | CTRL+Q or ALT+F4 * |
| Moving In a Presentation | |
| To Move | Press |
| First slide | CTRL+HOME |
| Last slide | CTRL+END |
| Next slide (depending on Zoom) | PAGE DOWN |
| Previous slide (depending on Zoom) | PAGE UP |
| Move from pane to pane | F6 |
| Moving Around In Text | |
| To Move | Press |
| One character to the left | ← |
| One character to the right | → |
| One line up | ↑ |
| One line down | ↓ |
| One word to the left | CTRL+← |
| One word to the right | CTRL+→ |
| To the end of a line | END |
| To the beginning of a line | HOME |
| Up one paragraph | CTRL+↑ |
| Down one paragraph | CTRL+↓ |
| To the end of a text box | CTRL+END |
| To the beginning of a text box | CTRL+HOME |
| To the next title or body text placeholder | CTRL+ENTER |
| Find | CTRL+F or F4 |
| To repeat the last Find action | SHIFT+F4 |
| Formatting In a Presentation | |
| To Format | Press |
| Align left | CTRL+L |
| Align right | CTRL+R |
| Center | CTRL+E |
| Bold text | CTRL+B |
| Insert hyperlink | CTRL+K |

| Selecting Text and Objects | |
|---|--|
| To Select | Press |
| One character to the right | SHIFT+→ |
| One character to the left | SHIFT+← |
| To the end of a word | CTRL+SHIFT+→ |
| To the beginning of a word | CTRL+SHIFT+← |
| One line up | SHIFT+↑ |
| One line down | SHIFT+↓ |
| An object | TAB or SHIFT+TAB until the object you want is selected |
| All objects (slide view) | CTRL+A |
| All slides (slide sorter view) | CTRL+A |
| All text (outline view) | CTRL+A |
| Show/Hide grid lines | SHIFT+F9 |
| Show/Hide guide lines | ALT+F9 * |
| Deleting and Copying Text and Objects | |
| To | Press |
| Delete one character to the left | BACKSPACE |
| Delete one word to the left | CTRL+BACKSPACE |
| Delete one character to the right | DELETE |
| Delete one word to the right | CTRL+DELETE |
| Cut selected object | CTRL+X |
| Copy selected object | CTRL+C |
| Paste cut or copied object | CTRL+V |
| Undo the last action | CTRL+Z |
| Working In an Outline | |
| To | Press |
| Switch between Outline and Slides pane in Normal View | CTRL+SHIFT+TAB |
| Promote a paragraph | SHIFT+TAB |
| Demote a paragraph | TAB |
| Move selected paragraphs up | ALT+SHIFT+↑ * |
| Move selected paragraphs down | ALT+SHIFT+↓ * |
| Show heading level 1 | ALT+SHIFT+1 * |
| Expand text below a heading | ALT+SHIFT+PLUS * |
| Collapse text below a heading | ALT+SHIFT+MINUS * |
| Show all text or headings | ALT+SHIFT+A * |
| Turn character formatting on or off | SLASH (/) on the numeric keypad |
| TIP: You can use these same keys in the slide view to promote and demote paragraphs and to move selected paragraphs up and down. | |

* Now that the ALT key is used to access the PowerPoint 2007 Ribbon, these shortcuts work best when the keys are pressed simultaneously.



Keyboard Shortcuts for Slide Shows

Slide Show Controls

Try these keyboard shortcuts when running a slide show

| To | Press |
|---|---|
| Run a slide show from beginning | F5 |
| Run a slide show from current slide | SHIFT+F5 |
| Advance to the next slide | →, ↓, N, ENTER, SPACEBAR, PAGE DOWN (or click the left mouse) |
| Return to the previous slide | ←, ↑, P, BACKSPACE, PAGE UP |
| Go to slide <number> | <number>+ENTER |
| Display a black screen, or return to the slide show from a black screen | B or PERIOD (press any key to return to the slide show) |
| Display a white screen, or return to the slide show from a white screen | W or COMMA (press any key to return to the slide show) |
| Stop or restart an automatic slide show | S |
| End a slide show | ESC, HYPHEN, or CTRL+BREAK |
| Erase on-screen annotations | E |
| Go to next hidden slide | H |
| Set new timings while rehearsing | T |
| Use original timings while rehearsing | O |
| Use mouse-click to advance while rehearsing | M |
| Return to the first slide | 1+ENTER or press both mouse buttons for 2 seconds |
| Change the pointer to a pen | CTRL+P |
| Change the pen to a pointer | CTRL+A |
| Hide the pointer and button temporarily | CTRL+H |
| Hide pointer in 15 seconds | CTRL+U |
| Hide the pointer and button always | CTRL+L |
| Display the shortcut menu | SHIFT+F10 (or right-click) |
| Next hyperlink on slide | TAB |
| Previous hyperlink | SHIFT+TAB |
| Run selected hyperlink | ENTER (while hyperlink is selected) |
| Run mouse-over behavior of selected hyperlink | SHIFT+ENTER (while hyperlink is selected) |
| Help during slide show | F1 |

